

# SETTING UP A PROGRESS REPORT TO RUN WEEKLY

1. Click on the **Reports Tab**.
2. Under the **Odyssey Reports** on the left Click **Progress Reports**.
3. Find **Default Student Progress Report**.
4. Click **Settings**.
5. Leave everything checked in the **Details** screen.
6. Click the **Curricula Tab** and leave everything alone here.
7. Click the **Assignments Tab** and leave everything alone here.
8. Click the **Students Tab**.
9. Click **My Classes**.
10. Put a **check beside your Class Name**.
11. Click **+ Add Selected Items**
12. Click **Schedule & Run**.
13. On this screen you will choose your settings:

Student Progress Report 08-24-2011

Details Curricula Assignments Students Schedule & Run

**Schedule**

Status: ☒ On ☐ Off

Start: 08/24/2011

Stop: 08/25/2011

Run report: Every week on:

☒ Monday  
☐ Tuesday  
☐ Wednesday  
☐ Thursday  
☐ Friday  
☐ Saturday  
☐ Sunday

NOTE: If you schedule a report to run more than once, the report settings template will be saved in My Templates.

**Send**

Send notification to: christina.barnett@cmcs.net

\* Use commas to separate email addresses.

Include files: ☒ PDF ☒ CSV

File size: Do not include if > 5 Mb

Message: 500 characters left

\* We will add your custom message to our default email. Only plain text is allowed.

Cancel Save Template Schedule Run

Turn Status ON

**START Date:**  
Automatically today

**STOP Date: SET**  
to **May 31st**

Run Report:  
Select EVERY  
WEEK

**Choose the Day**  
of the week  
you would like  
to receive the  
report.

Add other  
recipients here.

**Checkmark PDF**  
and/or CSV  
to  
add files to  
email you  
receive.

If you would  
like to add a  
personal  
message you  
can here.

14. Click **SCHEDULE** to name your Progress Report, then **SAVE**. (The
15. Click **RUN** to see the report